

# CONSTRUCTION MEMORANDUM

Construction Division

**Date: July 27, 2004**

**TO: UDOT Resident Engineers, Consultant Project Engineers**

**FROM: Thomas LeHolm, Manager**  
**Contracts, Estimates & Agreements**

**SUBJECT: Outstanding Project Charges**

UDOT's Construction Division has been asked to develop a method to quantify, track and report outstanding claims/issues that potentially have a negative impact on our budget. In most cases, contract claims and issues are settled prior to the closeout of the construction phase of a project. However, some are not and over time we tend to lose track of these claims/issues until they are settled and we unexpectedly receive the bill for payment. It is our intent to provide our Comptroller advance notice of when these claims/issues will be resolved and their anticipated costs.

We will use PDBS to quantify, track and report all claims and issues associated with projects. Changes have been made to the PDBS 'Claims' folder (see attached) to facilitate the input of this information. Please use this window to log in all project claims/issues. The attachment shows you how to use the window to add and update as needed. We have also revised the C-190 - Final Inspection Report form (attached). Please use this form to list all Unresolved Claims/Issues at the time of project closeout and send to the Region Contract Specialist with the final project documentation. The electronic version (revised 07/04) can be downloaded from our website at <http://www.udot.utah.gov/index.php/m=c/tid=322>

My office will use the information in PDBS to generate a report at the close of each quarter – April 30<sup>th</sup>, June 30<sup>th</sup>, Sept. 30<sup>th</sup> and Dec. 31st. At this time we will send a copy of the report to each person or division responsible for tracking these issues and ask them to update PDBS.

Potential Outstanding Charges	Responsible Party
Contractor Claims	Resident/Project Engineer
Third Party Claims (Insurance) ▪ Post Construction	Resident/Project Engineer Loss Control Mgr.
Right of Way (Condemnation Issues) ▪ After Care (Broken Promises)	Chief of Right of Way Resident/Project Engineer
Environmental Issues ▪ Post Construction	Resident/Project Engineer Chief Environmental Engineer

Once updated, we will be able to run a report to show all claims/issues on projects or just the Unresolved Claim/Issues. This report will go out as an attachment to the 3<sup>rd</sup> quarter 2004 Final Estimate Report currently distributed to our Department Administrators, Comptroller, Division Heads, and Region Directors. Please begin using the new Claims window in PDBS immediately.

If you have any questions or need help with PDBS, please call me at (801) 965-4344.

Cc: file  
Region Const. Eng.'s, Preconstruction Eng.'s, Contract Specialists  
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Darrell Gianonnatti  
Chuck Larson  
Warren Grames  
Brent Jensen  
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